

Teaching Standards Board, Professional

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Chapter 1: General Regulations

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CHAPTER 1

GENERAL REGULATIONS

Section 1. Authority. These rules and regulations governing licensing and permitting of school administrators, teachers, and other school personnel are promulgated by the Professional Teaching Standards Board (PTSB) pursuant to the Wyoming Administrative Procedure Act (W.S. 16-3-101 through 16-3-115); W.S. 21-2-801 and W.S. 21-2-802.

(a) **Educator License Required.** A person may teach or supervise in a public school in Wyoming, and receive compensation from public funds for such services rendered, only if they hold a license or permit or are or an applicant qualified for an educator license or permit (W.S. 21-7-303).

Section 2. Effective Date of Rules and Regulations. Unless otherwise indicated these regulations are effective on the date filed with the Secretary of State.

Section 3. Definitions. For the purpose of these regulations, the following terms shall be defined as follows:

(a) **Accredited Institutions.** A public or private post-secondary institution, or an educator preparation organization not affiliated with a higher education institution, that is accredited by an entity recognized by either the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

(b) **Accredited School, K-12.** A public or private K-12 school having met all the required state school-accreditation standards as per W.S. 21-2-304 (a) (ii) and W.S. 21-9-101 (b); or a K-12 school from a state other than Wyoming that is accredited as per that state's specific accreditation standards.

(c) **Added Endorsement.** An endorsement added to those held by an applicant with a current and valid Wyoming Educator License.

(d) **Advanced Program.** An accredited graduate level program for the preparation of professional educators.

(e) **Alternatively Licensed Educator.** An educator who obtained licensure by means other than through an accredited educator preparation program.

(f) **Apprenticeship.** A United States Department of Labor registered program that requires a participating employer, an identified approved educator preparation program, identified on-the-job training requirements, and that leads to licensure at the grade level(s) and in the content or specialization area(s) appropriate to the applicant's educational preparation and training.

(g) Approved Program. A professional education program offered by an institution of higher education that meets Wyoming program standards.

(h) Date of Application. The date a complete application is received by the PTSB. The validity date on the applicant's license or permit will commence on this same date.

(i) Demonstration of Competency (DOC). An alternative procedure for adding an endorsement to a Wyoming Educator License.

(j) Educator. Teacher, school administrator or related service person who is employed in a public school and required to be licensed (W.S. 21-7-303).

(k) Educator License. The document, also known as a certificate, that verifies all certification requirements have been met by an individual who has completed an educator preparation program, and grants the holder the ability to perform services in the endorsement areas listed on the license.

(l) Endorsement. Verification that licensure requirements have been met at the grade level(s) and in the specialization area(s) appropriate to the applicant's preparation, training, and experience.

(m) Exception Authorization. The document which allows an applicant to teach or provide professional services for up to one year in a public school in Wyoming having met all requirements in Chapter 5.

(n) In-state Applicant. An applicant who completed their educator preparation program at an accredited Wyoming institution of higher education.

(o) Initial License. The first Wyoming Educator License issued to an applicant who has never held a Wyoming Educator License.

(p) Institutional Recommendation. Verification by an accredited institution of higher education that the applicant has successfully completed an approved educator preparation program and is eligible for licensure in the state in which the program was completed.

(q) Internship. An approved educator preparation program, at the grade level(s) and in the content or specialization area(s) appropriate to the applicant's educational preparation and training.

(r) Lapsed License or Permit. A License or Permit that was not renewed prior to its expiration date and is, therefore, null and void.

(s) Late Hire. An educator, hired by a local school district on or after August 1st, who has not submitted a complete application for licensure and does not currently hold a valid and current Wyoming Educator License in the endorsement area in which they are hired.

(t) Nationally Certified or Licensed Service Providers. Related services personnel who are certified by the national certifying body for that occupation. This applies to social workers, National Association of Social Workers; counselors, National Board for Certified Counselors; and school psychologists, National Association of School Psychologists.

(u) Non-Qualified Applicant. An applicant who has not met all requirements for a Wyoming Educator License, Permit, added endorsement, or Exception Authorization.

(v) Out-of-state Applicant. An applicant who completed an educator preparation program in a state other than Wyoming and who meets the provisions of Chapter 2, Section 6.

(w) Permit. The document that verifies all requirements have been met by an applicant to perform limited and specific services at the grade level(s) and in the content or specialization area(s) appropriate to the applicant's preparation, training, and experience.

(x) Practicum. Supervised educator experience, through an approved educator preparation program, at the grade level(s) and in the content or specialization area(s) appropriate to the applicant's educational preparation and training.

(y) Professional Development. Professional development or continuing education experiences that count toward the renewal of a Wyoming Educator License or Permit.

(z) Program Approval. The distinction granted by PTSB when an educator preparation provider's program meets the state's standards and/or requirements.

(aa) Program Review. The process by which PTSB, or PTSB in collaboration with specialized professional associations (SPAs) reviews a professional education program to determine if it meets the standards adopted by PTSB for the preparation of school personnel.

(bb) Reciprocity. An equal exchange of qualifications. Out-of-state applicants must demonstrate having met requirements substantially equivalent to Wyoming's requirements for educator preparation and training.

(cc) Reconsideration Request. An applicant's written request for reconsideration upon denial of an Educator License, endorsement, Exception Authorization, or Permit.

(dd) Related Services Personnel. School district personnel that include Educational Diagnosticians, School Social Workers, School Psychologists, and School Counselors.

(ee) Renewal. The process to renew and maintain a valid and current Wyoming Educator License or Permit.

(ff) Specialized Professional Association (SPA). A national organization of teachers, professional education faculty, and/or other school professionals who teach a specific content area (e.g., mathematics or social studies), teach students at a specific developmental level (i.e., early childhood, elementary, middle level, or secondary), teach students with specific needs (e.g., special education teachers), or provide services to students (e.g., school counselors, school psychologists, or principals).

(gg) State Partnership Agreement. A formal agreement between a state and an accrediting entity that outlines the state's presence and role in accreditation visits.

(hh) Suspension. The temporary removal of an Educator License or Permit.

(ii) Waiver. Suspension of the licensure regulations granted by the PTSB under special circumstances at the request of the applicant.

Section 4. Ratification. The PTSB shall regularly take action to approve licenses, permits, or exception authorizations issued by board staff per W.S. 33-1-303(a)(ii). Any licenses, permits, or exception authorizations not ratified by the Board at a regular meeting following initial issuance are void.

Section 5. Incorporation by Reference. The Board hereby incorporates by reference the following:

(a) Chapter 2 – Uniform Procedures, Fees, Costs, and Charges for Inspection, Copying, and Producing Public Records, adopted by the Department of Administration and Information and effective on September 6, 2016, available at <http://rules.wyo.gov>.

(b) Chapter 2 – Uniform Rules for Contested Case Practice and Procedure, adopted by the Office of Administrative Hearings and effective on July 20, 2017, available at <http://rules.wyo.gov>.

(c) For these rules incorporated by reference:

(i) PTSB has determined that incorporation of the full text in these

rules would be cumbersome or inefficient given the length or nature of the rules;

(ii) The incorporation by reference does not include any later amendments or editions of the incorporated matter beyond the applicable date identified in subsection (a) and (b) of this section; and

(iii) The incorporated rules are maintained at the PTSB office and are available for public inspection and copying at the same location.